

**Information Technology Board (ITB)**  
**Adopted Operating Procedures**  
**December 10, 2013**

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- **Advisory Capacity:** The Board shall furnish advice, gather information, make recommendations, recommend legislative proposals, and perform such other activities as may be necessary to support the Department in fulfilling the intent of the Montana Information Technology Act of 2001.
- **Attendance/participation:** Members are strongly encouraged to attend meetings. A member may designate an alternate representative to represent the member on occasions when the member can't attend. The designated alternate may vote on behalf of the member. The member must designate a specific representative to consistently represent them when they are not able to attend.

The Montana Information Technology Act (MITA) specifies that appointees to the board be senior policy officials such as department directors, legislators, and the CIO. As such, members of the board and their designated alternates should be senior managers, not technical staff.

- **Quorum:** At least ten voting members (or their designated alternates) must be present before action may be taken.
- **Voting:** Each member of the ITB has one vote. Designated alternates in attendance at the meeting may vote on behalf of the member.
- **Meetings:** The Board shall meet regularly on a quarterly basis or as determined by the Chair. The Chair may call a special meeting of the Board.
- **Support staff:** The Information Technology Services Division of the Department of Administration will provide technical and administrative support for the Board.
- **Agendas:** Agendas and other materials will be prepared by the CIO's staff and made available to members at least one week preceding each meeting. Items requiring Board action will be noted on the agenda. Members are encouraged to contact the CIO with suggested agenda items. Staff will attempt to make available materials requiring discussion or action in advance of meetings.
- **Communications with other IT Governance Entities:** Minutes of ITB meetings and adopted ITB policies will be published on the Web and distributed to other IT governance councils such as ITMC, E-GOV, MGIC etc.
- **Expense Reimbursement:** Mileage, meals and lodging expenses will be reimbursed according to 2-15-124(7) and 5-2-302 MCA.